

OCCUPATIONAL OUTLOOK REPORT

***BUTTE COUNTY
1996***

A PRODUCT OF

The California Cooperative Occupational Information System

SPONSORED BY

Butte County Community Employment Center
State of California Employment Development Department
California Occupational Information Coordinating Committee

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Providing services of the Private Industry Council, Employment Development Department, and the Butte County GAIN and General Assistance Programs.

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WHO ARE WE?

The Butte County Community Employment Centers are a cooperative partnership between the Butte County Private Industry Council (PIC), State of California Employment Development Department, Butte County Department of Social Services, and various other agencies.

MISSION STATEMENT

The mission of the Community Employment Centers (CEC) is to provide a “One-Stop” linkage between the labor pool and the job pool. It is a coordinated workforce investment system that stresses life-long learning for all workers. The CEC services are customer based and provide people with information leading to informed job and career choices. Customers are able to access a wide array of job preparation services. These services range from immediate job referral to occupation and education skills enhancement.

A further mission of the CEC is to be a central clearinghouse for businesses to fill their employment needs either through finding and referring skilled workers or by assisting in the training of future employees.

INTRODUCTION

The labor market information presented in this report was collected through a cooperative partnership between the Butte County Community Employment Center and the Labor Market Information Division (LMID) of the California Employment Development Department (EDD). This partnership is known as the California Cooperative Occupational Information System (CCOIS) and was initiated in 1986. This is the first year that Butte County has participated.

The goal of this publication is to improve the match between the labor needs of employers and the skills of job seekers by providing current, local occupational information. Information in this report is specific to Butte County. You will find summaries of 20 occupations surveyed during the spring, summer, and fall of 1996. Additional occupations will be selected for study in successive years.

WHAT IS THE CCOIS?

Overview:

The California Cooperative Occupational Information System (CCOIS) is the local component of labor market research in California. Local labor market research in California is conducted primarily for the local Service Delivery Area (SDA) as established by the Job Training Partnership Act (JTPA). The system is comprised of two components: Employment and Training. The Employment component utilizes the resources of the various agencies represented on the steering committee that directs the activities of the CCOIS to collect information on employment demand. The Training component, which is still being refined, was originally developed through the leadership of the California Occupational Information Coordinating Committee (COICC) and its Technical Work Group.

The Butte County Occupational Outlook Report 1996 is the official local report of the CCOIS. To provide continuity with the statewide program, all CCOIS reports will bear the title “Occupational Outlook” and the name of the geographic area covered by the report.

The CCOIS annual program cycle operates as follows:

- Occupations are selected for study.
- Survey samples are designed.
- Survey questionnaires are prepared for each occupation.
- Extensive surveys are conducted with local employers.
- Data is reviewed, coded, and keyed into a CCOIS database.
- Tabulations are developed and analyzed.
- Outlook reports are prepared, reviewed, and printed.
- Reports are disseminated to the “user” in the community.

WHY IS THIS RESEARCH CONDUCTED?

The information in this report may be used by a variety of organizations and individuals for various purposes. Possible uses include the following:

Career Decisions

Career counselors and job seekers are able to make better occupational choices based on skills, abilities, interests, education, and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment.

Program Planning

This report provides local planners and administrators with employment, training and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve and eliminate programs, or to plan new programs.

Curriculum design

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

Economic Development

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates and wages useful in determining the potential for business growth and development in the local labor market area.

Program Marketing

Training providers can effectively market their programs by informing students, employers and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

Human Resource Development

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefit packages, improve recruitment and assess the availability of qualified workers for business relocation or expansion purposes.

METHODOLOGY

To produce the occupational profiles, our research includes the following steps:

- **Occupational forecast:** Occupational projections are developed by the Labor Market Information Division (LMID) of the Employment Development Department and are used to help identify growing and declining occupations.
- **Occupational selection:** A variety of criteria has been established by the CCOIS Program and is used to help select the survey occupations. However, the primary objective is to survey occupations which are of most interest to the users (and potential users) in the community within the limitations of a standardized research program. In early November of 1995 a community meeting was held with representatives present from city and county government, community based organizations, educational facilities, and local businesses. Attendees were asked to identify which occupations they would like surveyed. The preliminary list of occupations was reviewed and discussed, eventually narrowing to 20 with advice and consent from LMID.
- **Questionnaire development:** Specific information needs for each occupation are determined, and questionnaires are developed by LMID to respond to local information needs.
- **Sample selection:** LMID generates employer samples by industry and employer size. Employers are contacted to verify that they employ persons in the occupation and are willing to participate in the project.
- **Employer survey:** Confidential employer surveys are conducted by telephone, fax, or mail. Completed surveys are reviewed for internal consistency and employers recontacted for clarification as needed.
- **Data entry and tabulation:** Completed surveys are reviewed and the responses entered in a CCOIS database which generates basic data tabulations.
- **Written analysis:** The data from those tabulations and other relevant information is carefully analyzed to prepare the individual occupation profiles. Sufficient information was obtained to develop profiles for the 20 occupations surveyed.
- **Report distribution:** The written analysis is presented at a public dissemination meeting, which is the initial step in publicizing the occupational information collected. The Occupational Outlook Report is also distributed to high schools and community college career counselors, vocational rehabilitation offices and the library systems throughout Butte County.
- **Data Destruction:** Data tabulations and employer surveys are destroyed to safeguard specific individual employer information.

DESCRIPTION OF INDIVIDUAL OCCUPATIONAL PROFILES

The following is a brief description of the profiles contained in the 1996 Occupational Outlook Report, and includes definitions of the terms used to describe the survey results:

- **Title and Definition of Occupation:** Each occupation has a six-digit occupational code and definition from the standard Occupational Employment Statistics (OES) classification system. OES descriptions are broader in scope than the Dictionary of Occupational Titles (DOT) classification system; each OES code may include several of the more detailed DOT titles.
- **Education/Training and Experience:** Survey responses to questions about education/training and experience needed to obtain employment are summarized here. Employers are asked how much education and training were completed by individuals hired into the occupation over the past year. In addition, employers are asked if they require related work experience and what type of experience was required. The terms used in this section and throughout the report to describe results are:
 - Almost all:** more than 75% of the survey responses
 - Most:** 51 - 75% of the survey responses
 - Many:** 35 - 50% of the survey responses
 - Some:** 10 - 34% of the survey responses
 - Few:** less than 10% of the survey responses
- **Hours and Wages:** The distribution of full-time, part-time, on-call and temporary employees is reported in this section, together with the average number of hours worked per week. The range and median of hourly wages are presented for three categories of employees: **new hires with no experience**, persons trained or otherwise qualified, but with no paid experience in the occupation; **new hires with experience**, experienced persons, but those just starting with the firm; **after three years with the firm**, persons that have had at least three years of experience in the occupation with that employer.
- **Fringe Benefits:** The types of fringe benefits employers offer are presented. Of employers offering benefits, the percentage of those which offer each type of benefit to full-time workers is shown. Benefits may be offered but not necessarily paid by the employer.
- **Where the Jobs are:** This section identifies the major sources of employment for each occupation, indicated by a percentage of the occupation's employment in specific industries. These are developed from LMID generated industry staffing patterns.
- **Qualifications:** Employers are asked to list those skills that are necessary to perform the functions of the occupation being surveyed. Additional employer-specified skills are also listed when provided.

- **Supply and Demand:** This section presents information on the methods employers use to recruit new employees and the difficulty in finding applicants to fill vacancies. Each employer was asked to list all the recruitment methods used. Employers were asked to rate on a four-point scale the difficulty they have in finding experienced or inexperienced replacements to fill vacancies. The employers' responses are combined with a weighted average using a formula including the number of new hires and the number of firms.

The following terms are used to describe the difficulty in finding applicants:

Great difficulty: Employer demand is considerably greater than supply of qualified applicants. Applicants may find *little competition* for job openings.

Some difficulty: Employer demand is somewhat greater than the supply of qualified applicants. Applicants may find opportunities for job openings *somewhat competitive*.

Little difficulty: Worker supply is somewhat larger than demand for qualified applicants, and applicants may experience competition in job seeking. Applicants may find opportunities for job openings *competitive*.

No difficulty: Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants. Applicants may find opportunities for job openings *very competitive*.

- **Occupational Characteristics:** This section presents information on advancement opportunities, nontraditional occupations, turnover, and unionization. The career ladders section reports the previous occupations from which people were promoted into the profiled occupation and those occupations which serve as promotional opportunities.

Related DOT Code: The Dictionary of Occupational Titles (DOT) is a comprehensive and standardized national occupational coding system. The occupational definitions are arranged by nine-digit DOT codes. The definitions include major task elements of the job, task variables, alternative job titles, industry designations, and related occupations. The DOT is available from U.S. Government Bookstores, Bureau of Labor Statistics, or the Superintendent of Documents.

Nontraditional occupations are those in which the Department of Labor classifies as fewer than 25% of the workers are female.

Turnover is calculated for each occupation based on vacancies (resulting from promotions or employees leaving the firm) filled over the last 12 months, divided by the total reported number of persons in that occupation.

Following are turnover terms describing the percent of new employees hired in the occupation to fill vacancies resulting from people in permanent positions receiving a promotion or leaving the firm.

Very low: Less than 6%

Moderately low: Between 6% and 10%

Moderate: Between 11% and 20%

Moderately high:Between 21% and 30%

High: Over 30%.

Unionization refers to the employers surveyed who report employees in the occupation belonging to a union. When unionization is present in a given occupation, this report will indicate so by breaking up the median wage into non-union and union components. When unionization of those surveyed exceeds 20% in any given occupation (i.e. whether it be 20% of employers surveyed reporting they are unionized or 20% of employees belonging to a union), the wage range will also be divided into non-union and union components. Unionization can be considered negligible when it represents less than 20% of the total workers in a particular occupation.

- **Occupational Size & Growth Projections:** This section presents the seven year growth and job openings projections (1993-2000) provided through the OES projection system. It also summarizes the size of employment in the occupation, based on percentage of the total employment in the county. Terms used to describe size of employment are:

Small: less than 92 employees (less than .15% of 1992 employment).

Medium: 92 - 183 employees (.15% to .29% of 1992 employment).

Large: 184 - 399 employees (.30% to .64% of 1992 employment).

Very Large: at least 400 employees (more than .64% of 1992 employment).

Growth Trends: This is an overview of projected new job growth rates in relation to the overall average new job growth rate (15.6% between 1993 - 2000) for the county. The following terms are applied to the occupational growth trends for Butte County.

Much faster than average:23.4% or more.

Faster than average:17.16% to 23.39%

Average: 14.04% to 17.15%

Slower than average:13.88% or less.

***OCCUPATIONAL
SUMMARIES***

OFFSET LITHOGRAPHIC PRESS SETTERS AND SET-UP OPERATORS

OES 925120

Offset Lithographic Press Setters and Set-Up Operators set up or set up and operate offset printing presses to print single and multicolor copy from lithographic plates. They examine job orders to determine press operating time, quantity to be printed, and stock specifications.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all recent hires possess a high school diploma or equivalent. Some have completed college course work. Almost all employers report that they sometimes accept training as a substitute for experience. There is a strong preference that this training take the form of previous "hands-on" experience as a press operator.

Experience: Many firms report that they always require work-related experience. They tend to hire applicants with 12 - 24 months experience as press operators.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

Full-Time

Medical Insurance:	73%
Dental Insurance:	45%
Vision Insurance:	27%
Life Insurance:	55%
Paid Vacation:	82%
Paid Sick Leave:	55%
Retirement Plan:	18%

*Percentage is based on 11 employers responding to this particular question.

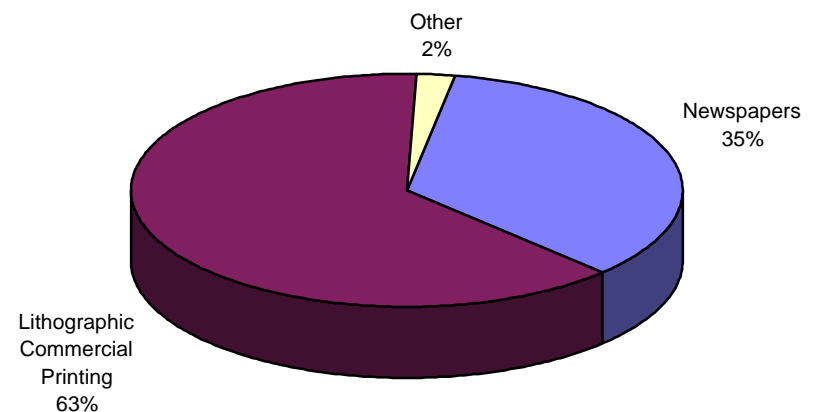
HOURS AND WAGES

Hours: Almost all Press Setters/Operators work full-time averaging 40 hours per week. A few work part-time, an average of 24 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$4.25 - \$8.00	\$6.00
New Hires, With Experience:	\$6.00 - \$10.00	\$7.25
After Three Years With The Firm:	\$7.00 - \$15.00	\$10.00

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE



QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to use computer-controlled presses (36% noted computer skills as an emerging skill needed to perform the functions of this occupation)

Ability to operate multicolor presses

Ability to use printing inks

Bindery work skills

Offset printing skills

Lithographic camera work skills

Possession of good color perception

Ability to stand continuously for 2 or more hours

Ability to perform precision work

Possession of mechanical aptitude

Ability to work independently

Critical thinking, basic math skills

Ability to write legibly

Knowledge of digital prepress

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Press Operator, Pressman, Pressperson

Related DOT Code: 651.382-042, 651.382-046

Career Ladders: Bindery workers may train to be printers. Press Setters & Operators may be promoted to management level.

Nontraditional Occupation: Yes. Employers responding report that 12% of workers are female.

Turnover: Moderately High. The rate is 27.1% for employees in this occupation over the past 12 months.

Unionization: No. Employers who responded indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, private employment agencies, and unsolicited applications.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for : **Offset Lithographic Press Setters & Operators**

Experienced applicants: Somewhat Competitive

Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 33 -- Small

Growth Projections:

New jobs through 2000:	13
<u>Separations to 2000:</u>	5
Total Openings:	18

Growth Trends: The new job growth rate for Lithographic Press Setters and Set-Up Operators is 39.4%, which is growing much faster than the average new job growth rate of 15.6% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 14 employers, representing 59 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

MACHINISTS

OES 891080

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all new hires possess a high school diploma or equivalent. Some have been engaged in college course work without having earned a degree. Most employers report that they require training or certification prior to employment. This may take the form of a training program at a community college, CNC school, or trade school. There is a strong preference for employees with prior "hands-on" experience.

Experience: Most employers report that they always require work-related experience. They tend to hire applicants with 12 - 48 months experience as a machinist, mold maker, or sawer/sheer operator.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

Full-Time

Medical Insurance:	71%
Dental Insurance:	43%
Vision Insurance:	29%
Life Insurance:	50%
Paid Vacation:	100%
Paid Sick Leave:	71%
Retirement Plan:	57%

*Percentage is based on 14 employers responding to this particular question.

HOURS AND WAGES

Hours Almost all machinists work full-time for an average of 40 hours per week. Some machinists work part-time, an average of 18 hours per week. A few work "on-call", or seasonally averaging 36 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.00 - \$7.19	\$7.00	N/A
New Hires, With Experience:	\$6.00 - \$18.50	\$8.50	\$18.11
After Three Years With Firm:	\$8.00 - \$25.00	\$12.00	\$18.11

WHERE THE JOBS ARE

Industrial Machinery & Equipment	21.60%
General & Auto Repair	21.60%
Home & Vehicle Supplies	15.30%
Plastics, Metals, & Woodworking	9.00%
Communications & Electronics	8.10%
Public Utility	8.10%
Dental Equipment & Supplies	1.80%
Airports & Flying Fields	1.80%
Other	12.70%

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to operate numerically controlled (NC) machines
Understanding of military specifications
Shop math skills
Ability to read blueprints
Ability to use hand tools
Ability to set-up and operate CNC and CAD machines (this type of computer literacy is recognized as an emerging skill among machinists)
Ability to use precision tools
Ability to write effectively
Manual dexterity
Ability to perform precision work
Ability to lift at least 50 pounds
Ability to stand continuously for 2 or more hours
Ability to provide own hand tools
Ability to work independently

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Mold Maker, Tool Maker, Sawyer/
Sheer Operator, Job Shop Machinist

Related DOT Code: 600.260-022, 600.280-026,
600.280-034, 600.280-022, 600.281-010, 600.280-042

Career Ladders: Machinists may be promoted from apprentice level, and may be promoted to lead machinist or management level.

Nontraditional Occupation: Yes. Employers responding report that 1% of workers are female.

Turnover: Moderate. The rate is 10.5% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few of employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, unsolicited applications, & via the Employment Development Department.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	
Little Difficulty		X
No Difficulty		

The Job Market for : **Machinists**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 103 -- Medium

Growth Projections: New jobs through 2000: 8
Separations to 2000: 16
Total Openings: 24

Growth Trends: The new job growth rate for this occupation is 7.8%, which is slower than average for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next three years. Many employers expect growth in this occupation over the same period.

Employer Responses: 17 employers, representing 95 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

SYSTEMS ANALYSTS - ELECTRONIC DATA PROCESSING

OES 251020

Systems Analysts, Electronic Data processing, analyze business, scientific, and technical problems for application to electronic data processing systems. Please do not include persons working primarily as engineers, mathematicians, programmers, or scientists.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most new hires possess a bachelor's degree - usually in computer science. Some recent hires hold an associate's degree. All firms surveyed reported that they seek database skills from applicants. Almost all employers indicate a preference for employees with spreadsheet and word processing skills.

Experience: Most firms report that they always require work-related experience. They tend to hire applicants with 12 - 36 months experience as computer technicians or programmer/analysts.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

Full-Time

Medical Insurance:	93%
Dental Insurance:	87%
Vision Insurance:	67%
Life Insurance:	73%
Paid Vacation:	100%
Paid Sick Leave:	100%
Retirement Plan:	93%

*Percentage is based on 15 employers responding to this particular question.

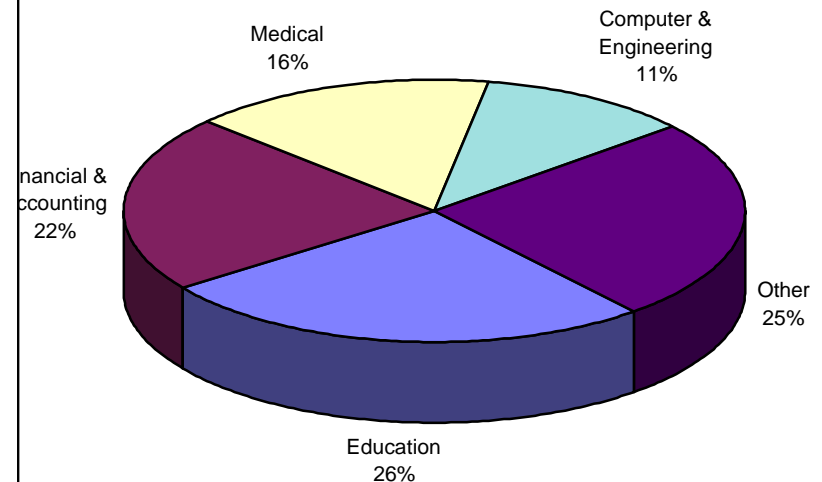
HOURS AND WAGES

Hours: Almost all Systems Analysts work full-time for an average of 40 hours per week. Some work part-time, an average of 20 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$6.00 - \$18.65	\$12.00	\$11.13
New Hires, With Experience:	\$8.00 - \$20.98	\$16.78	\$15.42
After Three Years With Firm:	\$12.00 - \$23.31	\$19.18	\$19.69

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE



QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to use database software
Ability to set-up and maintain multi-user systems
Knowledge of UNIX
Ability to use C programming language
Knowledge of mainframe hardware and operating systems
Understanding of wide area networks
Knowledge of microcomputer hardware and operating systems
Understanding of local area networks (LAN)
Ability to use applications software
Familiarity with Windows NT
Knowledge of Internet / Intranet
Ability to maintain PC network server
Knowledge of COBOL - mainframe systems
Ability to write effectively
Ability to work independently
Customer service skills

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: in-house promotion or transfer, newspaper ads, current employee referrals, and school or program referrals.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for : **Systems Analysts**

Experienced applicants: Competitive

Inexperienced applicants: Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Information Systems Analyst, Programmer / Analyst, Information Systems Technician

Related DOT Code: 030.167-014, 030.162-022, 030.162-014, 033.262-010, 109.067-010

Career Ladders: May be promoted to Manager of Information Systems, and Senior Systems Analyst.

Nontraditional Occupation: Yes. Employers responding report that 21% of workers are female.

Turnover: Very Low. The rate is 5.8% for employees in this occupation over the past 12 months.

Unionization: Yes. Some employers surveyed report they are unionized. Few employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 55 -- Small

Growth Projections:

New jobs through 2000:	33
<u>Separations to 2000:</u>	2
Total Openings:	35

Growth Trends: The new job growth rate for Systems Analysts is 60%, which is growing much faster than the average new job growth rate of 15.6% for all occupations in the county. Most employers responding project their firm's employment in this occupation to grow over the next three years.

Employer Responses: 15 employers, representing 85 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

HEATING, AIR CONDITIONING, AND REFRIGERATION MECHANICS AND INSTALLERS

OES 859020

Heating, Air Conditioning, and Refrigeration Mechanics and Installers install and repair heating, air conditioning, and refrigeration systems. Their duties may include installation and repair of oil burners, hot-air furnaces, heating stoves, and similar equipment in homes and commercial establishments using hand and pipe threading tools. They may also install and repair cooling and central air conditioning systems. Please do not include workers who do only plumbing and pipefitting work.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all recent hires possess a high school diploma or equivalent. Some have been engaged in college course work without having earned a degree. Some employers report they require EPA certification prior to employment.

Experience: Almost all employers report that they usually require work-related experience. They tend to hire applicants with 12 - 36 months experience as heating, air conditioning, and refrigeration installers and repair technicians.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

Full-Time

Medical Insurance:	91%
Dental Insurance:	64%
Vision Insurance:	36%
Life Insurance:	45%
Paid Vacation:	91%
Paid Sick Leave:	45%
Retirement Plan:	55%

*Percentage is based on 11 employers responding to this particular question.

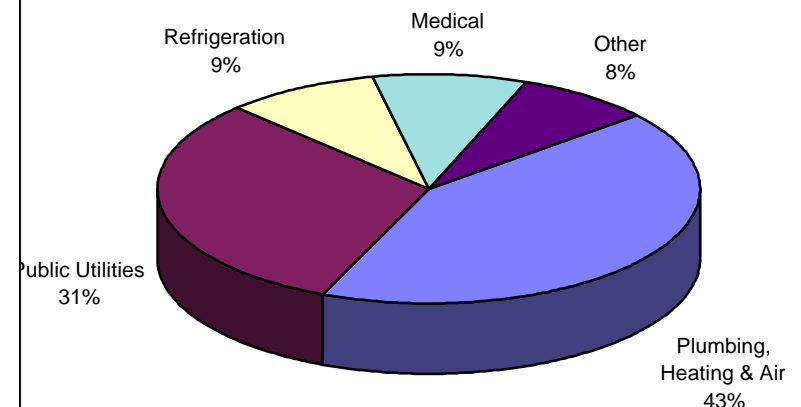
HOURS AND WAGES

Hours All employers reported that those they employ in this occupation work full-time for an average of 40 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.00 - \$10.70	\$6.75	\$10.68
New Hires, With Experience:	\$7.00 - \$14.67	\$8.49	\$13.39
After Three Years With Firm:	\$8.50 - \$16.19	\$12.01	\$14.70

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE



QUALIFICATIONS

Employers rated the following qualifications very important:

Understanding of circuit design
Ability to read blueprints
Cost estimating skills
Sheet metal working skills
Plumbing skills
Pipefitting skills
Soldering skills
Welding skills
Possession of a valid driver's license
Problem solving skills
Ability to lift at least 100 pounds repeatedly
Ability to provide own hand tools
Ability to work independently
Public contact skills
Knowledge of Gas/Propane restrictions & rules
Ability to read and follow instructions

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Service Technician, Heating & Air Conditioning Mechanic, HVAC Installer, Sheet Metal Worker

Related DOT Code: 637.261-014, 637.261-026, 637.381-014, 827.361-014, 869.281-010

Career Ladders: May be promoted to management and supervisory positions

Nontraditional Occupation: Yes. Employers responding report that 0% of workers are female.

Turnover: Very Low. The rate is 4.5% for employees in this occupation over the past 12 months.

Unionization: Yes. Some employers surveyed report they are unionized. Few employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, in-house promotions or transfers, and the Employment Development Dept.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for : **HVAC Mechanics & Installers**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 82 -- Small

Growth Projections:

New jobs through 2000:	17
<u>Separations to 2000:</u>	11
Total Openings:	28

Growth Trends: The new job growth rate for this occupation is 20.7%, which is growing faster than the average new job growth rate of 15.6% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 12 employers, representing 88 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

KINDERGARTEN TEACHERS

OES 313022

Kindergarten teachers instruct kindergarten pupils in public or private schools in elemental, physical, mental, and developmental skills. Please do not include Instructional Aides or Preschool Teachers.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Virtually all recent hires possess a bachelor's degree. An additional year of graduate study (involving student teaching) is required to earn a multiple subject teaching credential. Most employers indicate a preference for those with a general knowledge of word perfect processing skills.

Experience: Employers indicate a wide variance in their preferences regarding work-related experience. Some employers indicate that they always require work experience prior to employment, while many report that they sometimes will allow training as a substitute for experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

Full-Time

Medical Insurance:	93%
Dental Insurance:	93%
Vision Insurance:	79%
Life Insurance:	43%
Paid Vacation:	7%
Paid Sick Leave:	71%
Retirement Plan:	64%

*Percentage is based on 14 employers responding to this particular question.

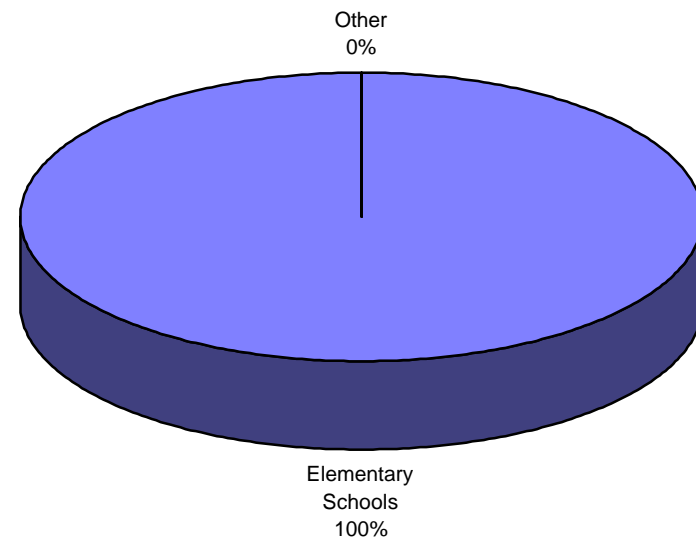
HOURS AND WAGES

Hours Most Kindergarten Teachers work full-time for an average of 36 hours per week. Many work part-time for an average of 30 hours per week, while some work part-time at an average of 20 hours per week.

*Wages:	Non-Union Range	Union Range	Non-Union Median	Union Median
New Hires, No Experience:	\$5.75 - \$14.32	\$12.45 - \$14.48	\$10.55	\$13.42
New Hires, With Experience:	\$6.25 - \$16.73	\$13.42 - \$17.67	\$11.51	\$14.38
After Three Years With Firm:	\$8.50 - \$18.28	\$13.59 - \$20.27	\$12.47	\$14.96

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE



QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to operate audiovisual equipment
Oral reading skills
Artistic skills
Musical skills
Supervisory skills
Classroom management skills
Record keeping skills
Ability to administer emergency first aid
Ability to apply principles of recreation
Possession of a state teachers' certificate
Ability to write effectively
Understanding of a variety of cultures
Possession of a clean police record
Bi-lingual skills (CLAD Certificate)
Ability to exercise patience
Basic computer knowledge is an emerging skill

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: in-house promotion or transfer, newspaper ads, public school or program referrals, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	
No Difficulty		X

The Job Market for : **Kindergarten Teachers**

Experienced applicants: Competitive

Inexperienced applicants: Very Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Elementary Teacher, Teacher, Certificated Kindergarten Teacher, K-2 Teacher

Related DOT Code 092.227-014

Career Ladders: May be promoted to administrative position, or to another grade level

Nontraditional Occupation: No. Employers responding report that 98% of workers are female.

Turnover: Moderately Low. The rate is 7.5% for employees in this occupation over the past 12 months.

Unionization: Yes. Most employers surveyed report they are unionized. Almost all employees belong to a union.

*EDD projections categorize Kindergarten & Preschool Teachers together.

OCCUPATIONAL SIZE & GROWTH --1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

***Size of 1993 Employment:** 273 -- Large

***Growth Projections:**

New jobs through 2000:	60
<u>Separations to 2000:</u>	15
Total Openings:	75

***Growth Trends:** The new job growth rate for Kindergarten & Preschool Teachers is 22.0%, which is growing faster than the average job growth rate of 15.6% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 14 employers, representing 106 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

PRESCHOOL TEACHERS

OES 313021

Preschool teachers instruct preschool pupils in public or private schools in elemental, physical, mental, and developmental skills. Please do not include Instructional Aides or workers whose primary function is child care.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Many recent hires possess an associate's degree. Some new hires hold a bachelor's degree, while some have been engaged in college course work without having earned a degree. Almost all employers report that training or certification is required prior to employment. They indicate that completion of 12 units of early childhood education / development at the college level is necessary.

Experience: Of firms surveyed, half report that they always require work experience prior to employment. Many firms indicate that they usually require previous experience. Employers tend to hire those with 4 -12 months experience as daycare / preschool teachers and aides.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

Full-Time

Medical Insurance:	25%
Dental Insurance:	25%
Vision Insurance:	13%
Life Insurance:	25%
Paid Vacation:	38%
Paid Sick Leave:	75%
Retirement Plan:	13%

*Percentage is based on 8 employers responding to this particular question.

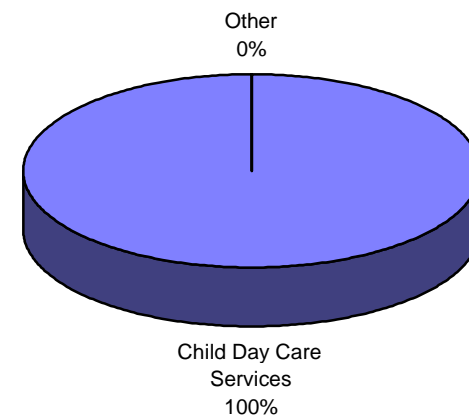
HOURS AND WAGES

Hours: Most Preschool Teachers work full-time for an average of 40 hours per week. Some work part-time at an average of 22 hours per week. A few work seasonally or "on-call", averaging less than 20 hours per week.

*Wages:	Range	Median
New Hires, No Experience:	\$4.25 - \$8.68	\$4.75
New Hires, With Experience:	\$4.50 - \$14.00	\$5.94
After Three Years With The Firm:	\$5.00 - \$17.00	\$7.47

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE



QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to operate audiovisual equipment
Oral reading skills
Artistic skills
Musical skills
Classroom management skills
Record keeping skills
Ability to administer first aid
Ability to apply principles of recreation
Understanding of a variety of cultures
Possession of a clean police record
Ability to work under pressure
Ability to exercise patience
Ability to work with "special needs" children
Problem solving skills
Supervisory skills
Emerging skills include word processing knowledge

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, in-house promotions or transfers, and public school or program referrals.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for : **Preschool Teachers**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Lead Teacher, Head Teacher, Homebased Teacher, Tiny Tot Instructor, Daycare Assistant

Related DOT Code: 092.227-018

Career Ladders: May be promoted to head teacher, assistant director, administrator, or program coordinator

Nontraditional Occupation: No. Employers responding report that 98% of workers are female.

Turnover: Moderately High. The rate is 24.7% for employees in this occupation over the past 12 months.

Unionization: No. Employers who responded indicate no unionization for this occupation.

*EDD projections categorize Kindergarten & Preschool Teachers together.

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

***Size of 1993 Employment:** 273 -- Large

***Growth Projections:**

New jobs through 2000:	60
<u>Separations to 2000:</u>	15
Total Openings:	75

***Growth Trends:** The new job growth rate for Kindergarten & Preschool Teachers is 22.0%, which is growing faster than the average job growth rate of 15.6% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 12 employers, representing 93 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS

OES 853110

Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses, and all types of diesel engines. Please include mechanics working primarily with automobile diesel engines.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most new hires possess a high school diploma or equivalent. Many have been engaged in college course work without having earned a degree. Most employers report they require training or certification prior to employment. This may take the form of earning an ASE certificate at a community college or other training school.

Experience: Almost all firms report that they always require work-related experience. They tend to hire applicants with 24 - 36 months experience as a mechanic in a variety of specific fields. These include: diesel, hydraulic, heavy equipment, air brake, ag power, and truck.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

Full-Time

Medical Insurance:	100%
Dental Insurance:	93%
Vision Insurance:	67%
Life Insurance:	73%
Paid Vacation:	100%
Paid Sick Leave:	67%
Retirement Plan:	87%

*Percentage is based on 15 employers responding to this particular question.

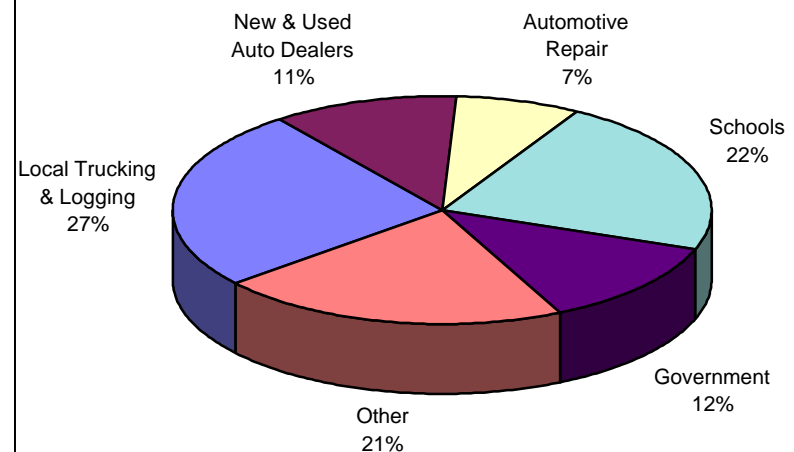
HOURS AND WAGES

Hours: All employers report that Bus & Truck Mechanics & Diesel Engine Specialists work full-time for an average of 40 hours per week.

	Non-Union Range	Union Range	Non-Union Median	Union Median
*Wages:				
New Hires, No Experience:	\$5.00 - \$8.50	\$10.68 - \$10.68	\$8.00	\$10.68
New Hires, With Experience:	\$8.00 - \$13.00	\$11.00 - \$18.41	\$10.00	\$12.12
After Three Years With Firm:	\$11.00 - \$15.00	\$12.96 - \$20.71	\$13.50	\$14.30

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE



QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to operate electronic automotive diagnostic equipment
Knowledge of hydraulics
Ability to operate electric testing equipment
Automotive body and fender repair skills
Ability to repair diesel engines
Knowledge of basic auto mechanics
Shop math skills
Ability to implement safe work practices
Ability to use hand tools
Welding skills
CNG Troubleshooting skills & repair
Possession of valid Class A & B driver's licenses
Ability to lift at least 75 pounds
Emerging skills place a strong emphasis on computer literacy, especially in terms of diagnostics, fuel systems, command control for vehicle management & operation

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, in-house promotion or transfer, current employee referrals, private employment agencies and EDD.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for : **Bus and Truck Mechanic**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Diesel or Truck or Transportation Mechanic, Senior Equipment or Heavy Equipment Mechanic

Related DOT Code: 620.281-030, 620.281-050, 620.261-010, 620.261-018

Career Ladders: May be promoted to supervisory position or Shop Foreman. Equipment Mechanic may be promoted to Heavy Equipment Mechanic.

Nontraditional Occupation: Yes. Employers responding report that 0% of workers are female.

Turnover: Moderate. The rate is 16.9% for employees in this occupation over the past 12 months.

Unionization: Yes. Most employers surveyed report they are unionized. Most employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 73 -- Small

Growth Projections:

New jobs through 2000:	8
<u>Separations to 2000:</u>	14
Total Openings:	22

Growth Trends: The new job growth rate for this occupation is 11.0%, which is growing slower than the average new job growth rate of 15.6% for all occupations in the county. Most employers project their firm's employment in this occupation to remain stable over the next three years. Many project growth over this period.

Employer Responses: 15 employers, representing 59 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

TRUCK DRIVERS - HEAVY OR TRACTOR TRAILER

OES 971020

Heavy or Tractor Trailer Truck Drivers drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all recent hires possess a high school diploma or equivalent. Some have been engaged in college course work without having earned a degree. Most employers report that they require a Class I or Class II Driver's License. Some indicate that they additionally require a Hazardous Materials License.

Experience: Most firms report that they always require work-related experience. They tend to hire applicants with 6 - 24 months experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

Full-Time

Medical Insurance:	92%
Dental Insurance:	46%
Vision Insurance:	15%
Life Insurance:	54%
Paid Vacation:	77%
Paid Sick Leave:	23%
Retirement Plan:	46%

*Percentage is based on 13 employers responding to this particular question.

HOURS AND WAGES

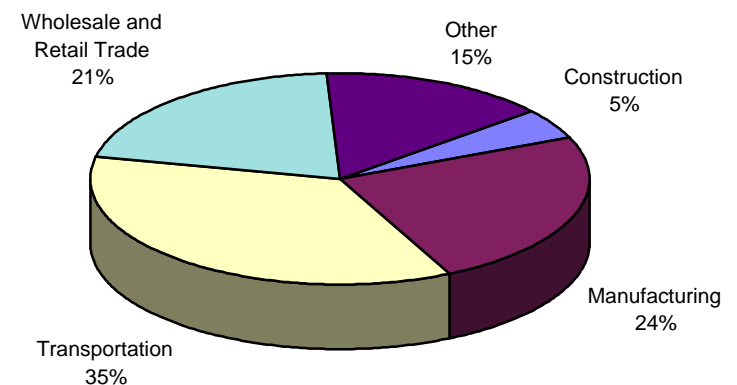
Hours: Almost all truck drivers work full-time, averaging between 45 - 50 hours per week. Some work seasonally or "on-call", averaging between 30 - 50 hours weekly. A few work part-time averaging 30 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$6.00 - \$18.00	\$8.00	\$13.27
New Hires, With Experience:	\$7.00 - \$18.00	\$10.00	\$13.27
After Three Years With Firm:	\$8.50 - \$19.18	\$12.00	\$13.27

*Some employers report that workers' wages are paid strictly as a percentage of the load.

*Wages reflect economic situation prior to minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE



QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to operate a fork lift
Ability to read invoices
Record keeping skills
Automotive maintenance and minor repair skills
Ability to meet Interstate Commerce Commission (ICC) requirements
Ability to drive trucks long distances
Ability to load and unload freight
Map reading skills
Possession of a valid Class A driver's license
Possession of a valid Class B driver's license
Knowledge of local streets
Ability to pass a pre-employment medical examination
Ability to lift at least 75 pounds repeatedly
Possession of a good DMV driving record
Ability to read and follow instructions
Ability to work independently

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Van Operator

Related DOT Code: 905.663-014, 905.663-018,
904.383-010, 904.683-010, 905.683-010, 900.683-010

Career Ladders: Truck Drivers may be promoted to management positions.

Nontraditional Occupation: Yes. Employers responding report that 2% of workers are female.

Turnover: Moderate. The rate is 18.5% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, unsolicited applicants, and the Employment Development Department.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for : **Truck Drivers**

Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 483 -- Very Large

Growth Projections: New jobs through 2000: 69
Separations to 2000: 58
Total Openings: 127

Growth Trends: The new job growth rate for Truck Drivers is 14.3%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 15.6%. Most employers responding project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 15 employers, representing 146 employees in this occupation, supplied data used in developing this occupational profile.

DENTAL ASSISTANTS

OES 660020

Dental Assistants assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most new hires possess a high school diploma. Many have been engaged in college course work without having earned a degree. Most employers report that they require certification or training prior to employment. This involves the successful completion (through state examination) of an acceptable RDA training program and the issuance of an x-ray license. Some firms indicate that they seek word processing skills in applicants.

Experience: Most firms report that they usually require 9 - 15 months previous experience as a dental assistant. However, almost all employers indicate that they will sometimes accept training in lieu of experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

Full-Time

Medical Insurance:	50%
Dental Insurance:	56%
Vision Insurance:	6%
Life Insurance:	19%
Paid Vacation:	94%
Paid Sick Leave:	88%
Retirement Plan:	38%

*Percentage is based on 16 employers responding to this particular question.

HOURS AND WAGES

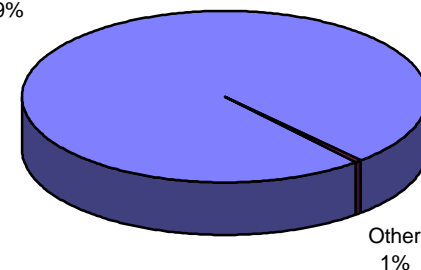
Hours Almost all Dental Assistants work full-time averaging between 32 - 40 hours per week. Some work part-time averaging 24 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.75 - \$11.51	\$7.18
New Hires, With Experience:	\$7.50 - \$12.59	\$9.00
After Three Years With The Firm:	\$8.40 - \$14.00	\$11.50

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE

Dental Offices &
Clinics
99%



QUALIFICATIONS

Employers rated the following qualifications very important:

Completion of courses in biological sciences
Ability to do ultrasonic scaling
Ability to complete and explain insurance forms
Ability to perform or assist with dental procedures
Record keeping skills
Understanding of coronal polishing
Knowledge of dental materials
Ability to follow billing procedures
Possession of a Radiation Safety Certificate
Possession of a Registered Dental Assistant (RDA) Certificate
Good grooming skills
Ability to write effectively
Public contact skills
Ability to become familiar with new products
Ability to follow oral instructions
Emergence of word processing skills

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Registered Dental Assistants

Related DOT Code: 079.361-018

Career Ladders: May be promoted to RDA upon certification;
RDA may be promoted to office manager.

Nontraditional Occupation: No. Employers responding report that 100% of workers are female.

Turnover: Moderate. The rate is 14.6% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently use methods to recruit new employees include: newspaper ads, current employee referrals, private employment agencies, and unsolicited applications.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		X
Little Difficulty	X	
No Difficulty		

The Job Market for : **Dental Assistants**
Experienced applicants: Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 157 -- Medium

Growth Projections: New jobs through 2000: 38
Separations to 2000: 31
Total Openings: 69

Growth Trends: The new job growth rate for Dental Assistants is 24.2%, which is growing much faster than the average new job growth rate of 15.6% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 17 employers, representing 48 employees in this occupation, supplied data used in developing this occupational profile.

LICENSED VOCATIONAL NURSES

OES 325050

Licensed Vocational Nurses care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all recent hires possess an associate's degree. Some have been engaged in college course work without having earned a degree. Almost all employers report that a 24-month LVN training and certification program is required prior to employment. Licensing for this occupation is mandated by the state of California.

Experience: Many firms report that they usually require work-related experience, but most indicate they will sometimes accept training in lieu of experience. Employers tend to hire applicants with 6 - 12 months experience as a Licensed Vocational Nurse.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

Full-Time

Medical Insurance:	94%
Dental Insurance:	83%
Vision Insurance:	44%
Life Insurance:	83%
Paid Vacation:	100%
Paid Sick Leave:	94%
Retirement Plan:	78%

*Percentage is based on 18 employers responding to this particular question.

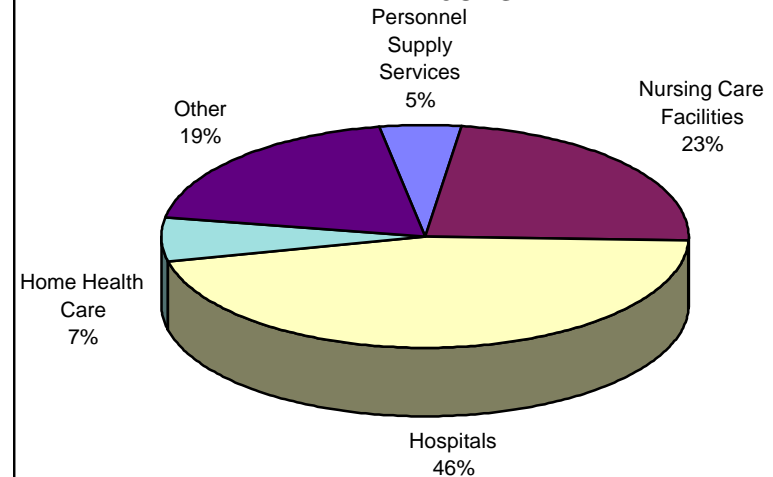
HOURS AND WAGES

Hours Most Licensed Vocational Nurses work full-time for an average of 40 hours per week. Some work part-time averaging 26 hours per week.

	Non-Union Range	Union Range	Non-Union Median	Union Median
*Wages:				
New Hires, No Experience:	\$7.00 - \$13.00	\$11.60 - \$11.60	\$9.75	\$11.60
New Hires, With Experience:	\$8.00 - \$14.00	\$12.35 - \$12.35	\$10.50	\$12.35
After Three Years With Firm:	\$8.63 - \$16.00	\$13.36 - \$13.36	\$12.63	\$13.36

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE



QUALIFICATIONS

Employers rated the following qualifications very important:

Completion of state mandated certification
Ability to complete and explain insurance forms
Ability to follow laboratory procedures
Ability to provide personal services to patients
Ability to administer an electro-cardiograph (EKG) test
Ability to administer injections
Record keeping skills
Understanding of asepsis
Blood drawing skills
Inhalation therapy skills
Ability to take vital signs
Ability to detect complications in patients
Ability to write effectively
Knowledge of medical terminology
Ability to handle crisis situations
Emergence of computer skills (includes word processing & database)

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, in-house promotion or transfer, and unsolicited applications.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for : **Licensed Vocational Nurses**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Medical Assistant, Phlebotomist

Related DOT Code: 079.374-014

Career Ladders: Medical Assistants may be promoted to LVN with certification; LVN's may be promoted to office manager, and to registered nurse (RN) with additional education.

Nontraditional Occupation: No. Employers responding report that 90% of workers are female.

Turnover: Moderately Low / Moderate. The rate is 10.4% for employees in this occupation over the past 12 months.

Unionization: Yes. Almost all employers surveyed report they are unionized. Many employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 652 -- Very Large

Growth Projections:

New jobs through 2000:	83
<u>Separations to 2000:</u>	68
Total Openings:	151

Growth Trends: The new job growth rate for Licensed Vocational Nurses is 12.7%, which is growing slower than the average job growth rate of 15.6% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 19 employers, representing 278 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

NURSE AIDES

OES 660080

Nurse Aides work under the direction of nursing or medical staff to provide auxiliary services in the care of patients. They perform duties such as answering patients' call bells, serving and collecting food trays, and feeding patients. Nurse Aides may be called Assistants, Attendants, or Orderlies. Orderlies are primarily concerned with the care of male patients, setting up equipment, and relieving nurses of heavier work. Please do not include Psychiatric Aides and Home Health Aides.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all recent hires possess a high school diploma or equivalent. Some have been engaged in college course work without having earned a degree. A few have earned an associate's degree. Many employers indicate that they prefer Nurse Aides to be certified by the state. Nurse Aides become Certified Nurse Aides (CNA's) through a 3 - 4 month certified training program.

Experience: Many firms report that they usually require work-related experience. Many, however, indicate they will sometimes accept training as a substitute for experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

Full-Time

Medical Insurance:	87%
Dental Insurance:	87%
Vision Insurance:	40%
Life Insurance:	73%
Paid Vacation:	100%
Paid Sick Leave:	93%
Retirement Plan:	60%

*Percentage is based on 15 employers responding to this particular question.

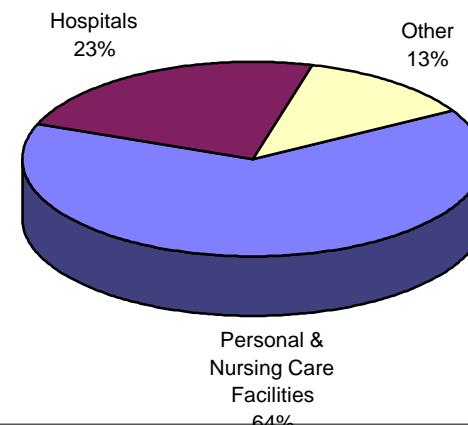
HOURS AND WAGES

Hours Almost all Nurse Aides work full-time for an average of 39 hours per week. Some work part-time, averaging 26 hours weekly. A Few work temporary or "on-call", averaging 19 hours per week.

*Wages:	Range	Median
New Hires, No Experience:	\$4.75 - \$9.16	\$5.63
New Hires, With Experience:	\$5.50 - \$10.21	\$6.15
After Three Years With The Firm:	\$6.30 - \$12.27	\$7.25

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE



QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to provide personal services to patients
Record keeping skills
Knowledge of orthopedic care
Understanding of asepsis
Ability to administer emergency first aid
Ability to apply dressings and compresses
Ability to apply transferring techniques moving patients
Knowledge of surgical preparation procedures
Post surgical care skills
Ability to perform CPR
Possession of Nurses Aid Certification
Ability to handle crisis situations
Ability to work with close supervision
Oral communication skills
Ability to apply new procedures issued by the medical community

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Certified Nurse Aide, Certified Nursing Assistant

Related DOT Code: 355.674-014, 354.374-010, 354.377-010, 354.677-010, 355.674-018

Career Ladders: Nurse Aide may be promoted to Certified Nurse Aide upon certification. CNA may be promoted to LVN or RN

Nontraditional Occupation: No. Employers responding report that 86% of workers are female.

Turnover: High / Moderately High. The rate is 30% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, in-house promotion or transfer, and the Employment Development Dept.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for : **Nurse Aides**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 922 -- Very Large

Growth Projections: New jobs through 2000: 183
Separations to 2000: 79
Total Openings: 262

Growth Trends: The new job growth rate for Nurse Aides is 19.8%, which is growing faster than the average new job growth rate of 15.6% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 15 employers, representing 490 employees in this occupation, supplied data used in developing this occupational profile.

RESIDENTIAL COUNSELORS

OES 273070

Residential Counselors coordinate activities for residents of care and treatment institutions, boarding schools, college fraternities or sororities, children homes, or similar establishments. Their work includes developing or assisting in the development of program plans for individuals, maintaining household records, and assigning rooms. They counsel residents in identifying and resolving social or other problems. They order supplies and determine need for maintenance, repairs, and furnishings.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most new hires possess a bachelor's degree. Some have earned an associate's degree. Many have been engaged in college course work without having earned a degree. Some employers report that CPR / First Aid training is required prior to employment. Some require applicants to have been involved with a work-related internship.

Experience: Almost all employers surveyed report that they usually require work-related experience. They tend to hire applicants with 12 - 24 months experience in group homes, residential care facilities, or child care facilities.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

Full-Time

Medical Insurance:	89%
Dental Insurance:	67%
Vision Insurance:	33%
Life Insurance:	44%
Paid Vacation:	100%
Paid Sick Leave:	78%
Retirement Plan:	44%

*Percentage is based on 9 employers responding to this particular question.

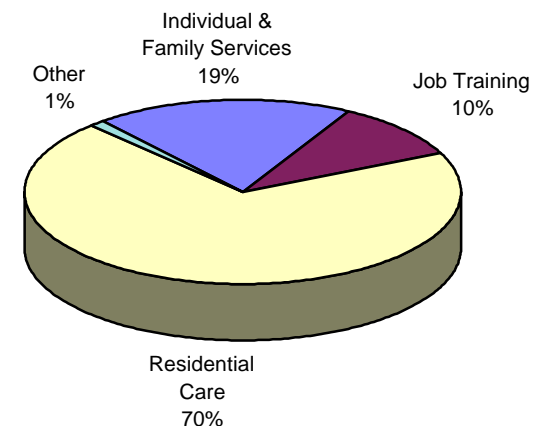
HOURS AND WAGES

Hours Most Residential Counselors work full-time at an average of 42 hours per week. Some work part-time, averaging 26 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$5.00 - \$6.90	\$5.50	N/A
New Hires, With Experience:	\$5.50 - \$10.66	\$7.16	\$10.66
After Three Years With Firm:	\$6.50 - \$12.79	\$9.80	\$12.79

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE



QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to plan and organize the work of others
Record keeping skills
Merchandise ordering skills
Ability to write effectively
Problem solving skills
Ability to implement a progressive discipline process
Ability to apply stress management and behavior management techniques
Willingness to work with close supervision
Ability to work independently
Interpersonal skills
Ability to deal effectively with difficult individuals
Empathetic
Listening skills
Ability to do shift work
Oral communication skills
Emerging skills include word processing knowledge

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Child Care Worker, Facility Manager, Counselor, House Manager, Program Specialist

Related DOT Code: 187.167-186

Career Ladders: Residential Counselors may be promoted to Facility Managers.

Nontraditional Occupation: No. Employers responding report that 66% of workers are female.

Turnover: High. The rate is 44.5% for employees in this occupation over the past 12 months.

Unionization: Yes. Some employers surveyed report they are unionized. Some employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for : **Residential Counselors**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 89 -- Small

Growth Projections: New jobs through 2000: 21
Separations to 2000: 10
Total Openings: 31

Growth Trends: The new job growth rate for this occupation is 23.6%, which is growing much faster than the average new job growth rate of 15.6% for all occupations in the county. Most employers responding project their firm's employment in this occupation to grow over the next three years.

Employer Responses: 10 employers, representing 119 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

SECRETARIES, GENERAL

OES 551080

Secretaries relieve officials of clerical work and minor administrative and business detail by scheduling appointments, giving information to callers, taking dictation, composing and typing routine correspondence, reading and routing incoming mail, and filing correspondence and other records. They may perform various other assigned clerical duties. Please do not include Medical and Legal Secretaries.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most recent hires possess a high school diploma or equivalent. Many have been engaged in college course work without having earned a degree. Few have earned a bachelor's or associate's degree. Half of those responding indicate that training is required prior to employment. Employers report this as proper computer training and typing proficiency.

Experience: Most employers report that they usually or always require work-related experience. They tend to hire applicants with 6 - 18 months experience as a receptionist, typist, clerk, bookkeeper, or office assistant.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

Full-Time

Medical Insurance:	87%
Dental Insurance:	47%
Vision Insurance:	27%
Life Insurance:	53%
Paid Vacation:	93%
Paid Sick Leave:	67%
Retirement Plan:	73%

*Percentage is based on 15 employers responding to this particular question.

HOURS AND WAGES

Hours Almost all General Secretaries work full-time averaging 40 hours per week. Some work part-time averaging 22 hours weekly.

	Non-Union	Union	Non-Union	Union
<u>*Wages:</u>	<u>Range</u>	<u>Range</u>	<u>Median</u>	<u>Median</u>
New Hires, No Experience:	\$4.25 - \$10.07	\$9.30 - \$9.30	\$6.50	\$9.30
New Hires, With Experience:	\$5.00 - \$11.03	\$9.30 - \$9.30	\$7.25	\$9.30
After Three Years With Firm:	\$7.00 - \$20.00	\$11.31 - \$11.31	\$9.00	\$11.31

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE

Education	15.20%
Medical	10.40%
Financial & Insurance Services	10.20%
Business Services	8.30%
Local Government	8.00%
Family, Religious, & Social Org.	6.90%
Construction	2.00%
Public Utilities	1.30%
Other	37.70%

QUALIFICATIONS

Employers rated the following qualifications very important:

Alphabetic and numeric filing skills
Proofreading skills
Ability to operate a transcribing machine
Ability to follow billing procedures
Ability to use spreadsheet software
Ability to use word processing software
English grammar, spelling, and punctuation skills
Telephone answering skills; multi-telephone communications & pagers
Ability to write effectively
Ability to maintain an appointment calendar
Ability to take dictation at 100 wpm or more
Ability to type at least 60 wpm
Willingness to work with close supervision
Oral communication skills
Emerging skills place a strong emphasis on computer knowledge, especially in terms of word processing, spreadsheet use, and database skills

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, private employment agencies, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for : **General Secretaries**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Administrative Assistant, Receptionist, Administrative Secretary

Related DOT Code: 201.362-030, 201.162-010, 201.362-018, 201.362-022, 201.362-026, 219.362-074

Career Ladders: May be promoted to management positions, Executive Secretary, Senior Secretary

Nontraditional Occupation: No. Employers responding report that 98% of workers are female.

Turnover: Moderate. The rate is 15.6% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Of those surveyed, some employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 1,127 -- Very Large

Growth Projections: New jobs through 2000: 61
Separations to 2000: 175
Total Openings: 236

Growth Trends: The new job growth rate for this occupation is 5.4%, which is slower than the average new job growth rate of 15.6% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 18 employers, representing 64 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

COOKS - RESTAURANT

OES 650260

Restaurant Cooks prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: In terms of education, employers report that recent hires are virtually divided between those who have earned a high school diploma or equivalent, and those who have been engaged in college course work without having earned a degree. Few employers report that they require training prior to employment, but instead indicate they prefer to train employees to meet the position.

Experience: Many employers report that they sometimes require work-related experience. Some indicate they usually require previous experience. Many report they will accept training in lieu of experience. They tend to hire applicants with 6 - 24 months experience as a cook.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

Full-Time

Medical Insurance:	80%
Dental Insurance:	60%
Vision Insurance:	60%
Life Insurance:	80%
Paid Vacation:	100%
Paid Sick Leave:	0%
Retirement Plan:	40%

*Percentage is based on 5 employers responding to this particular question.

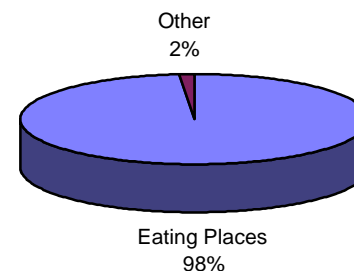
HOURS AND WAGES

Hours Most Cooks work full-time for an average of 40 hours per week. Many work part-time, averaging 23 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$4.25 - \$6.25	\$5.00
New Hires, With Experience:	\$4.25 - \$8.00	\$6.00
After Three Years With The Firm:	\$4.75 - \$11.00	\$8.25

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE



QUALIFICATIONS

Employers rated the following qualifications very important:

Sauce making skills
Ability to plan and organize the work of others
Ability to cook ethnic foods
Food baking skills
Pastry making skills
Meat carving skills
Food buying skills
Menu planning skills
Ability to write effectively
Ability to stand continuously for 2 or more hours
Willingness to work with close supervision
Ability to work under pressure
Ability to keep up with menu updates
Ability to read computer / point-of-sale (POS) tickets
Ability to lift at least 30 pounds repeatedly

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Line Cook, Prep. Cook, Kitchen Manager

Related DOT Code: 313.361-014, 315.361-010, 313.361-018, 315.361-022, 313.361-030, 313.381-022

Career Ladders: Cooks may be promoted to Lead Cook, Kitchen Manager, & other management positions

Nontraditional Occupation: Yes. Employers responding report that 20% of workers are female.

Turnover: Moderately High. The rate is 27.4% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, in-house promotion or transfer, and unsolicited applications.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for : **Restaurant Cooks**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 383 -- Large

Growth Projections: New jobs through 2000: 120
Separations to 2000: 90
Total Openings: 210

Growth Trends: The new job growth rate for Restaurant Cooks is 31.3%, which is growing much faster than the average new job growth rate of 15.6% for all occupations in the county. Most employers responding project their business' employment in this occupation to remain stable over the next three years.

Employer Responses: 16 employers, representing 106 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, INCLUDING BOOKKEEPERS OES 553380

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Please do not include individuals whose primary duty is operating special office machines.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most recent hires have been engaged in college course work without having earned a degree. Many new hires have earned either an associate's degree or a bachelor's degree. Half of the employers surveyed indicate that training or certification is required prior to employment. Many of those requiring training indicate a preference for applicants with college level accounting skills.

Experience: Half of the firms report they always require work experience, but most indicate they will sometimes accept training in lieu of experience. They tend to hire applicants with 12 - 48 months of work-related experience.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

Full-Time

Medical Insurance:	82%
Dental Insurance:	47%
Vision Insurance:	18%
Life Insurance:	53%
Paid Vacation:	88%
Paid Sick Leave:	76%
Retirement Plan:	65%

*Percentage is based on 17 employers responding to this particular question.

HOURS AND WAGES

Hours Almost all Bookkeeping, Accounting, and Auditing Clerks work full-time averaging 40 hours per week. Some work part-time at an average of 21 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$5.00 - \$9.50	\$6.50
New Hires, With Experience:	\$5.50 - \$10.22	\$8.43
After Three Years With The Firm:	\$6.50 - \$12.58	\$10.88

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE

Wholesale Trade	12.40%
Education	7.80%
Local Government	6.90%
Medical & Legal Services	6.00%
Repair & Supply Services	5.70%
Insurance & Real Estate Services	3.90%
Construction	3.30%
Accounting & Auditing Services	3.30%
Religious Organizations	1.80%
Other	48.90%

QUALIFICATIONS

Employers rated the following qualifications very important:

Accounting skills
Ability to conduct an audit
Bookkeeping skills
Ability to operate 10-key adding machine by touch
Payroll processing skills
Bondable
Oral communication skills
Telephone answering skills
Ability to write legibly and effectively
Ability to perform routine, repetitive work
Willingness to work with close supervision
Ability to pay attention to detail
Public contact skills
Ability to work independently
Emerging skills include an increasingly strong preference for those with word processing, database, and spreadsheet knowledge

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, current employee referrals, private employment agencies, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for : **Bookkeeping, Accounting, and Auditing Clerks**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Billing Clerk, Account Clerk, Financial Assistant

Related DOT Code: 210.382-014, 210.382-010, 210.362-010, 210.382-046, 216.482-010, 216.587-010

Career Ladders: May be promoted to management positions; Accounting Clerks may be promoted to CPA's with proper training.

Nontraditional Occupation: No. Employers responding report that 79% of workers are female.

Turnover: Moderately High. The rate is 22.2% for employees in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no unionization for this occupation.

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 1,231 -- Very Large

Growth Projections: New jobs through 2000: 59
Separations to 2000: 160
Total Openings: 219

Growth Trends: The new job growth rate for Bookkeeping, Accounting, and Auditing Clerks is 4.8%, which is growing slower than the average new job growth rate of 15.6% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 18 employers, representing 63 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

STOCK CLERKS - SALES FLOOR

OES 490210

Sales Floor Stock Clerks receive, store, and issue merchandise on the sales floor, stock shelves, racks, cases, bins, and tables with merchandise, arrange displays of items to attract customers, and may periodically take physical count of stock or check and mark merchandise.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most recent hires possess a high school diploma or equivalent. Some have been engaged in college course work without having earned a degree.

Experience: Most firms report that they usually require work-related experience. They tend to hire applicants with 6 - 24 months experience in the following areas: stock clerk, sales clerk, shipping & receiving, cashiering, ordering of parts.

% of EMPLOYERS* OFFERING FRINGE BENEFITS

Full-Time

Medical Insurance:	93%
Dental Insurance:	64%
Vision Insurance:	50%
Life Insurance:	57%
Paid Vacation:	100%
Paid Sick Leave:	71%
Retirement Plan:	71%

*Percentage is based on 14 employers responding to this particular question.

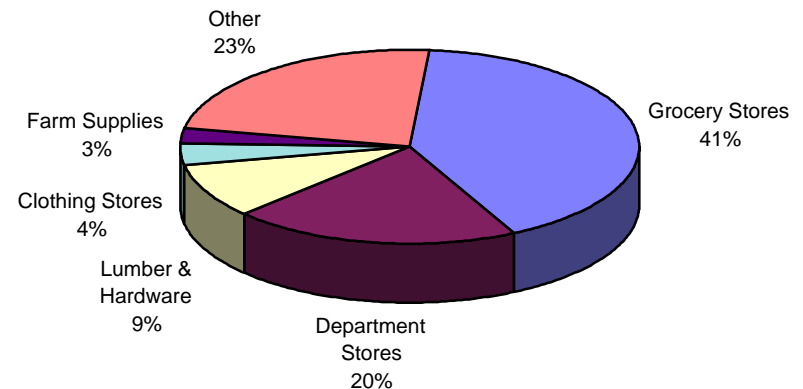
HOURS AND WAGES

Hours Many Stock Clerks work full-time, averaging 39 hours per week. Many work part-time, at an average of 23 hours per week. A few work "on-call" or seasonally, averaging 10 - 15 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$4.25 - \$6.00	\$5.00
New Hires, With Experience:	\$4.75 - \$10.00	\$5.25
After Three Years With The Firm:	\$5.50 - \$14.00	\$7.00

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE



QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to operate a fork lift
Record keeping skills
Cash handling skills
Understanding of inventory techniques
Bondable
Ability to stand continuously for 2 or more hours
Ability to lift at least 50 pounds repeatedly
Willingness to work with close supervision
Ability to work independently
Customer service skills
Ability to follow oral instructions
Basic math skills
Ability to read and follow instructions
Ability to write legibly
Oral communication skills
Emerging skills include word processing knowledge

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Customer Service Associate,
Inventory Clerk, Stocker, Retail Receiving Clerk, Sales Clerk

Related DOT Code: 299.367-014, 222.387-058,
299.367-010

Career Ladders: May be promoted to management positions,
retail & outside sales positions, cashiering.

Nontraditional Occupation: No. Employers responding
report that 45% of workers are female.

Turnover: Moderately High. The rate is 26.9% for employees
in this occupation over the past 12 months.

Unionization: No. Employers responding indicate no
unionization for this occupation.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit
new employees include: current employee referrals, hiring unsolicited
applicants, newspaper ads, and the Employment Development Department.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	
Little Difficulty		X
No Difficulty		

The Job Market for : **Stock Clerks**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 462 -- Very Large

Growth Projections: New jobs through 2000: 49
Separations to 2000: 76
Total Openings: 125

Growth Trends: The new job growth rate for this occupation
is 10.6%, which is growing slower than the average new job growth
rate of 15.6% for all occupations in the county. Most employers
responding project their firm's employment in this occupation to
remain stable over the next three years. Some expect new growth.

Employer Responses: 15 employers, representing 119
employees in this occupation, supplied data used in developing
the analysis of this occupational profile.

AUTOMOTIVE MECHANICS

OES 853020

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Please do not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Many new hires possess a high school diploma or equivalent. Many others have been engaged in college course work without having earned a degree. Some have earned associate's degrees. Most employers indicate that ASE certification and/or technical school is required prior to employment.

Experience: Most employers report that they always require work-related experience. They tend to hire applicants with 12 - 36 months of experience as an automotive technician in some capacity.

% OF EMPLOYERS* OFFERING FRINGE BENEFITS

Full-Time

Medical Insurance:	93%
Dental Insurance:	36%
Vision Insurance:	21%
Life Insurance:	36%
Paid Vacation:	79%
Paid Sick Leave:	29%
Retirement Plan:	36%

*Percentage is based on 14 employers responding to this particular question.

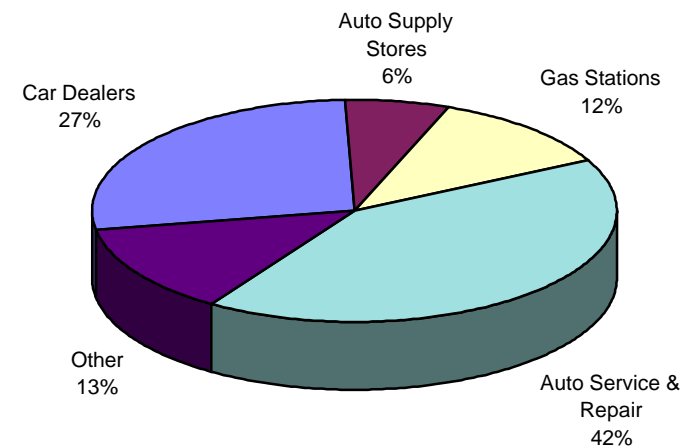
HOURS AND WAGES

Hours Almost all automotive mechanics work full-time, averaging 40 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Non-Union Median</u>	<u>Union Median</u>
New Hires, No Experience:	\$4.79 - \$14.84	\$8.00	N/A
New Hires, With Experience:	\$7.14 - \$14.84	\$10.00	\$11.48
After Three Years With Firm:	\$9.05 - \$18.50	\$14.00	\$12.50

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE



QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to operate electronic automotive diagnostic equipment
Ability to repair brakes
Ability to repair vehicle heaters & air conditioners
Ability to repair carburetors
Ability to implement safe work practices
Ability to tune up engines
Arc & gas welding skills
Ability to repair emission control & fuel injection systems
Front end alignment skills
Certified as a Smog Control Mechanic
Possession of a Brake Check Certificate
Auto Service Excellence (ASE) Certification
Possession of a valid driver's license & good DMV record
Emerging skills place a very strong emphasis on computer technology, especially in terms of diagnostics

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Technician, Certified Auto Technician

Related DOT Code: 620.261-010, 620.281-026,
620.261-012, 620.281-046, 620.261-034, 620.261-030

Career Ladders: May be promoted to shop foreman, or to management positions

Nontraditional Occupation: Yes. Employers responding report that 0% or workers are female.

Turnover: Moderately High. The rate is 21.3% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, public school or program referrals, hiring unsolicited applicants, and newspaper ads.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	X
Little Difficulty		
No Difficulty		

The Job Market for : **Automotive Mechanics**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Somewhat Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 428 -- Very Large

Growth Projections: New jobs through 2000: 68
Separations to 2000: 91
Total Openings: 159

Growth Trends: The new job growth rate for Automotive Mechanics is 15.9%, which is growing at an average rate. The average new job growth rate for all occupations in the county is 15.6%. Most businesses project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 15 employers, representing 75 employees in this occupation, supplied data used in developing this occupational profile.

SALESPERSONS - RETAIL (EXCEPT VEHICLE SALES)

OES 490112

Retail Salespersons sell a variety of merchandise to the public. They assist the customer in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Please do not include workers who work primarily as Cashiers.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Most recent hires have been engaged in college course work without having earned a degree. Few have earned bachelor's degrees. Some employers report that previous sales training is required prior to employment. Others indicate they provide an in-house training program for new employees.

Experience: Many firms report that they usually require work experience. They tend to hire applicants with 12 - 15 months experience in various aspects of retail sales. Most employers indicate they will accept sales training in lieu of a lack of work experience.

% OF EMPLOYERS* OFFERING FRINGE BENEFITS

Full-Time

Medical Insurance:	91%
Dental Insurance:	61%
Vision Insurance:	39%
Life Insurance:	65%
Paid Vacation:	96%
Paid Sick Leave:	74%
Retirement Plan:	65%

*Percentage is based on 23 employers responding to this particular question.

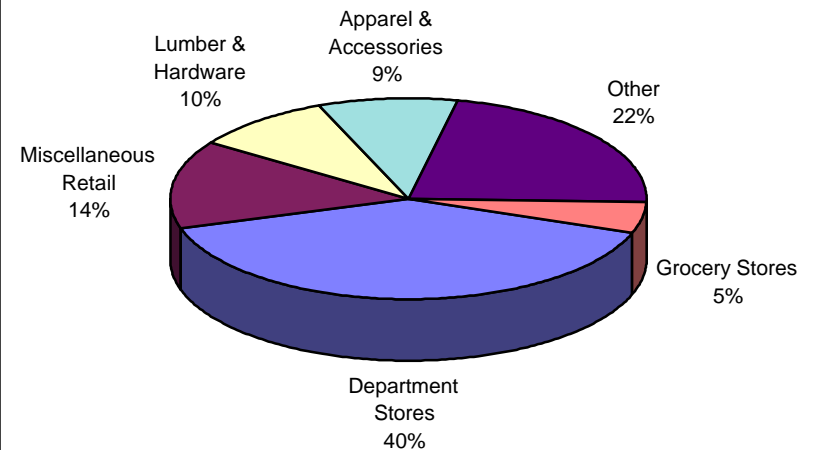
HOURS AND WAGES

Hours Most Retail Salespersons work part-time averaging 22 hours per week. Many work full-time at an average of 38 hours per week.

*Wages:	Range	Non-Union Median	Union Median
New Hires, No Experience:	\$4.25 - \$10.00	\$5.00	\$5.00
New Hires, With Experience:	\$4.25 - \$14.38	\$6.90	\$12.00
After Three Years With Firm:	\$4.75 - \$28.77	\$8.42	\$12.00

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE



QUALIFICATIONS

Employers rated the following qualifications very important:

Ability to apply sales techniques
Understanding of inventory techniques
Ability to make change
Ability to operate a cash register
Ability to write effectively
Ability to stand continuously for 2 or more hours
Ability to lift at least 50 pounds repeatedly
Good grooming skills
Willingness to work with close supervision
Ability to work independently
Customer service skills
Ability to read and follow instructions
Ability to write legibly
Oral communication skills
Emerging skills include computer literacy; some firms indicate they seek applicants with word processing & database skills.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: current employee referrals, newspaper ads, in-house promotion or transfer, and hiring unsolicited applicants.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty	X	
Little Difficulty		X
No Difficulty		

The Job Market for : **Retail Salespersons**
Experienced applicants: Somewhat Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Sales Professional, Outside Retail Salesman, Sales Associate, Inside Salesperson

Related DOT Code: 316.684-022

Career Ladders: Promoted to lead sales and management positions. Outside salespersons may acquire larger territories.

Nontraditional Occupation: No. Employers responding report that 62% of workers are female.

Turnover: Moderate. The rate is 14.8% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 2,741 -- Very Large

Growth Projections: New jobs through 2000: 382
Separations to 2000: 725
Total Openings: 1,107

Growth Trends: The new job growth rate for this occupation is 13.9%, which is growing slower than the average new job growth rate of 15.6% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 24 employers, representing 493 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

GENERAL OFFICE CLERKS

OES 553470

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Please do not include workers whose duties are narrowly defined.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all recent hires have been engaged in college course work without having earned a degree. Some employers report that training is required prior to employment. This training may take the form of an earned typing certificate or hands-on computer experience. Employers indicate a preference for those with word processing and spreadsheet skills.

Experience: Many firms report that they sometimes require work-related experience. Some indicate they usually require previous experience. They tend to hire applicants with 12 - 24 months of general office experience.

% OF EMPLOYERS* OFFERING FRINGE BENEFITS

Full-Time

Medical Insurance:	88%
Dental Insurance:	53%
Vision Insurance:	41%
Life Insurance:	53%
Paid Vacation:	94%
Paid Sick Leave:	82%
Retirement Plan:	59%

*Percentage is based on 17 employers responding to this particular question.

HOURS AND WAGES

Hours: Most General Office Clerks work full-time averaging 40 hours per week. Many work part-time averaging 22 hours per week.

<u>*Wages:</u>	<u>Range</u>	<u>Median</u>
New Hires, No Experience:	\$4.25 - \$11.02	\$5.71
New Hires, With Experience:	\$4.50 - \$12.00	\$7.00
After Three Years With Firm:	\$5.00 - \$14.00	\$9.00

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE

Education	24.40%
Medical Services	8.10%
Financial & Insurance Services	6.20%
Department & Grocery Stores	5.30%
Employment Services	4.90%
Eating Places	1.50%
Local Government	1.40%
Construction	1.30%
New & Used Car Dealers	1.20%
Other	45.70%

QUALIFICATIONS

Employers rated the following qualifications very important:

Record keeping skills
Alphabetic and numeric filing skills
Ability to operate a 10-key adding machine by touch
Ability to operate a transcribing machine
English grammar, spelling, and punctuation skills
Telephone answering skills
Ability to write effectively
Ability to type at least 45 wpm
Ability to perform routine, repetitive work
Willingness to work with close supervision
Public contact skills
Ability to work independently
Oral communication skills
Emerging skills include ability to work effectively with a computer, especially in terms of word processing, spreadsheet, and database skills.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Receptionist, Office Clerk, Clerk, Administrative Assistant, Office Assistant

Related DOT Code: 209.562-010, 219.362-010, 245.362-014, 245.367-014

Career Ladders: Promoted to numerous job positions, including office manager or bookkeeper

Nontraditional Occupation: No. Employers responding report that 93% of workers are female.

Turnover: Moderately High. The rate is 25% for employees in this occupation over the past 12 months.

Unionization: Yes. Few employers surveyed report they are unionized. Few employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, the Employment Development Department, current employee referrals, and in-house promotion or transfer.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for : **General Office Clerks**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 1,921 -- Very Large

Growth Projections: New jobs through 2000: 233
Separations to 2000: 255
Total Openings: 488

Growth Trends: The new job growth rate for this occupation is 12.1%, which is growing slower than the average new job growth rate of 15.6% for all occupations in the county. Most employers responding project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 20 employers, representing 40 employees in this occupation, supplied data used in developing the analysis of this occupational profile.

CASHIERS

OES 490230

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

EDUCATION / TRAINING AND EXPERIENCE

Education and Training: Almost all recent hires possess a high school diploma or equivalent. Some have completed college course work without having earned a degree. Some employers indicate they require certification or training prior to employment. This may take the form of a typing certificate or previous "hands-on" cashiering work. Some firms seek computer software skills in applicants.

Experience: Half of the firms responding report they sometimes require work-related experience. Some of the employers indicate that they never require previous experience. They tend to hire applicants with 9 - 12 months of general cashiering / retail sales experience.

% OF EMPLOYERS* OFFERING FRINGE BENEFITS

Full-Time

Medical Insurance:	60%
Dental Insurance:	40%
Vision Insurance:	40%
Life Insurance:	50%
Paid Vacation:	90%
Paid Sick Leave:	70%
Retirement Plan:	50%

*Percentage is based on 10 employers responding to this particular question.

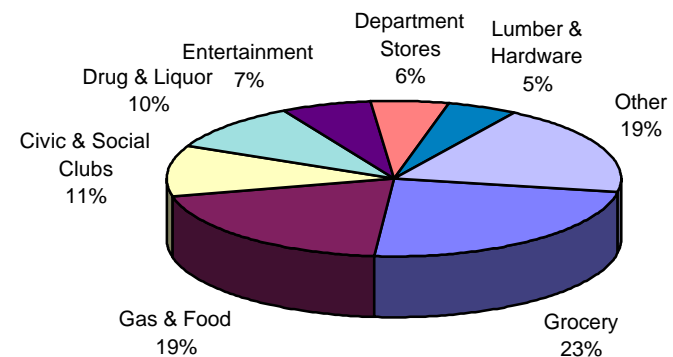
HOURS AND WAGES

Hours: Most cashiers work part-time at an average of 20 hours per week. Some work full-time, averaging 39 hours per week.

*Wages:	Range	Non-Union Median	Union Median
New Hires, No Experience:	\$4.25 - \$9.98	\$5.00	\$8.60
New Hires, With Experience:	\$4.25 - \$9.98	\$5.00	\$8.60
After Three Years With Firm:	\$4.25 - \$12.13	\$5.98	\$10.25

*Wages reflect economic situation prior to state minimum wage adjustments of 10 /01/ 96.

WHERE THE JOBS ARE



QUALIFICATIONS

Employers rated the following qualifications very important:

Record keeping skills
Cash handling skills
Grocery checking skills
Ability to follow check cashing procedures
Ability to operate a cash register
Bondable
Ability to stand continuously for 2 or more hours
Willingness to work under close supervision
Public contact / customer service skills
Ability to work independently
Ability to work under pressure
Oral communication skills
Emerging skills include familiarity with computers.

OCCUPATIONAL CHARACTERISTICS

Alternate Job Titles: Receptionist, Hostess, Checker

Related DOT Code: 211.462-010, 211.362-010,
209.567-014, 211.467-010, 211.467-030, 211.462-014

Career Ladders: May be promoted to waitress, retail sales leader, head cashier, or management position

Nontraditional Occupation: No. Employers responding report that 81% of workers are female.

Turnover: High. The rate is 37.7% for employees in this occupation over the past 12 months.

Unionization: Yes. Some employers surveyed report they are unionized. Few employees belong to a union.

SUPPLY AND DEMAND

Recruitment Methods: The most frequently used methods to recruit new employees include: newspaper ads, hiring unsolicited applicants, in-house promotion or transfer, and current employee referrals.

Employers' Difficulty in Finding Qualified Applicant	Experienced Applicants	Inexperienced Applicants
Great Difficulty		
Some Difficulty		
Little Difficulty	X	X
No Difficulty		

The Job Market for : **Cashiers**
Experienced applicants: Competitive
Inexperienced applicants: Competitive

OCCUPATIONAL SIZE & GROWTH -- 1993 TO 2000

EDD OCCUPATIONAL PROJECTIONS

Size of 1993 Employment: 1,564 -- Very Large

Growth Projections: New jobs through 2000: 306
Separations to 2000: 542
Total Openings: 848

Growth Trends: The new job growth rate for Cashiers is 19.6%, which is growing faster than the average new job growth rate of 15.6% for all occupations in the county. Almost all employers responding project their firm's employment in this occupation to remain stable over the next three years.

Employer Responses: 16 employers, representing 77 employees in this occupation, supplied data used in developing the analysis of this occupational profile.